

**OFFICE OF THE DEPUTY CHIEF SECRETARY
ADMINISTRATION
EASTERN PROVINCE**

Administrative Report Year - 2010



Forward

The Administrative report of the Office of the Deputy Chief Secretary (Administration) for the year 2010 contains the information related to our organizational achievement.

It is a pleasure to acknowledge the direction and guidance provided by the Hon. Governor and Hon. Chief Minister in accomplishing our administrative roles in the year 2010.

I also wish to express my gratitude to Chief Secretary for his valuable assistance in the year 2010.

Finally, I appreciate the work of all those who contributed for successful completion of our task in 2010. I expect same level of co-operation from all officials in the year 2011 too.

K. Karunaharan
Deputy Chief Secretary -Administration
Eastern Province
Trincomalee
Telephone Number: 0262222703

Date: 07/04/2011

**OFFICE OF THE DEPUTY CHIEF SECRETARY ADMINISTRATION
EASTERN PROVINCE**

1.0 History and Background

At the inception of the North East Provincial Council in 1989, Ministry of Interior was established. The subjects of Provincial Public Administration, Local Government, and Rural Development, were under the purview of this Ministry. In 1991 the Ministry of Interior was abolished and the Departments of Provincial Public Administration, Local Government and Rural Development were brought under the Chief Secretary. Subsequently the Post of Deputy Chief Secretary was created and the subject of Provincial Public Administration came under Chief Secretary's Cluster.

1.1 Organizational Structural Changes

Due to the bifurcation of North East Provincial Council into two separate Provincial Councils, Ministry of Provincial Public Administration, North East Provincial Council was de-merged as two separate Ministries namely Provincial Public Administration, Northern Province and Provincial Public Administration, Eastern Province.

According to the Hon. Governor's Memorandum No: G/EPC/A/MEMO dated 12/02/2009 the authority was delegated to Deputy Chief Secretary-Administration with regard to the Provincial Combined Services staff.

2.0 Aim of the Organization and Activities

2.1 Vision

Ensuring Sustainable Excellence Provincial Public Service in Eastern Province

2.2 Mission

Develop and Maintain Human Resources and Institutional Settings in order to Contribute for Better and Responsive Administrative System.

2.3 Objectives

- To deploy required manpower to the Provincial Public sector institutions in the Eastern Province.
- To assign work stations to provide equal opportunities to the officers in order to serve in congenial stations.
- To accomplish the establishment and general administration matters of the Combined Service and All Island Service.
- To support to improve systems and procedures in the Provincial Public Institutions in E.P

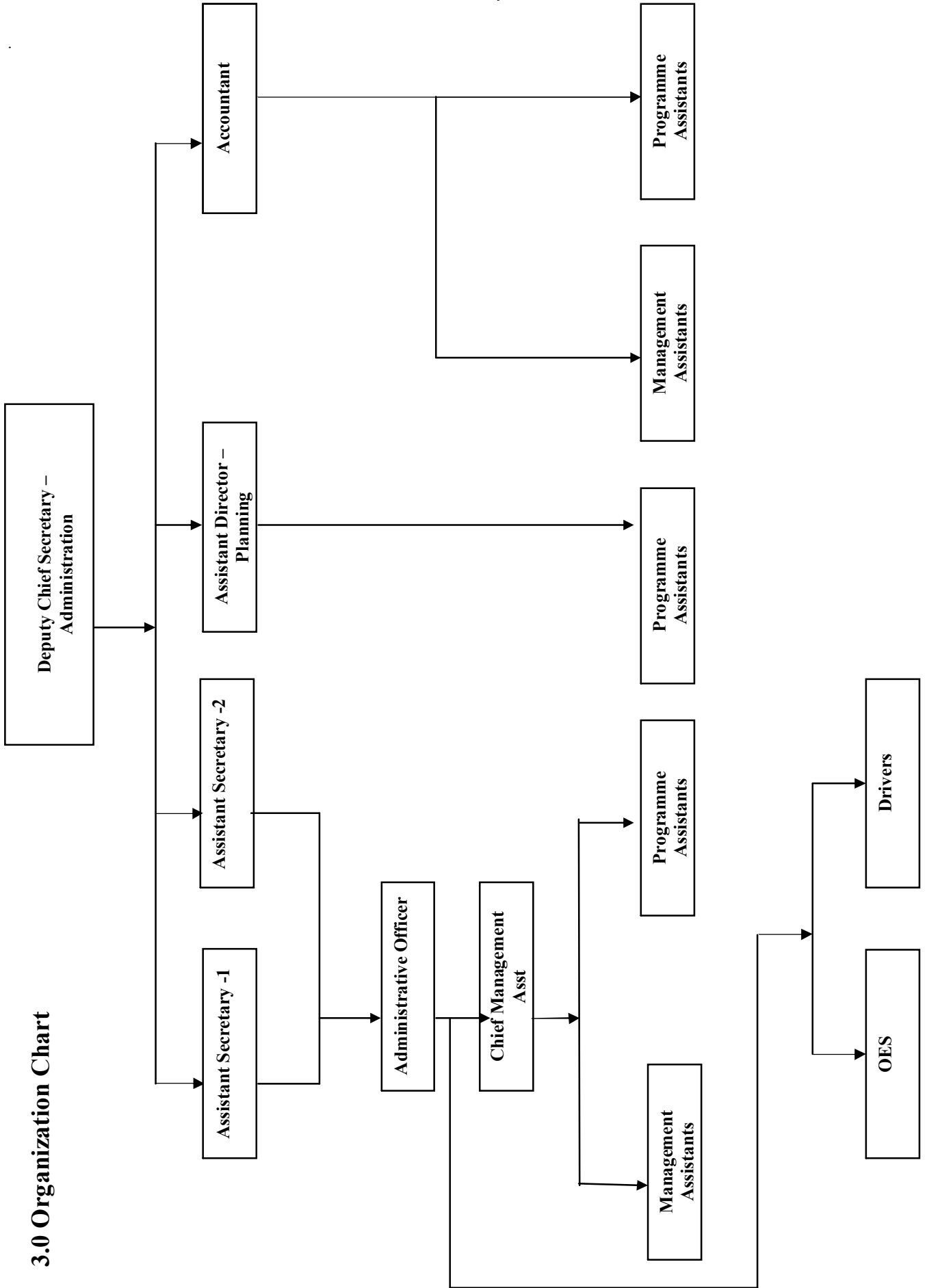
Administration Report - 2010

- To provide accommodation facilities to the provincial staff.
- To expedite disciplinary inquiries.
- Maintaining the modern Human Resources Information Management System
- To implement the provincial policies related to the Establishment and General Administration matters.

2.4 Activities

- Assisting to obtain the cadre approval for EPC.
- Deployment of combined service staff among the Provincial Public Institutions in EP
- Granting Confirmation, Promotion, Extension of service, Retirement approval to the Combined Service staff
- Assigning workstation to Combined Service staff.
- Expediting disciplinary inquiries.
- Accomplishing all other establishment matters.
- Reviewing and processing pension application of EPC staff.
- Processing compensation application of Provincial staff in the EP.
- Providing accommodation facilities to the staff of EPC.

3.0 Organization Chart



3.1 Cadre Position

3.2.1 Cadre Position of OFFICE OF THE DEPUTY CHIEF SECRETARY ADMINISTRATION

| SNo. | Post | Cadre | Present Position | Vacant |
|--------------|---------------------------------|--------------|-------------------------|---------------|
| 01. | DCS-Administration – SLAS -Spl | 01 | 01 | 00 |
| 02. | Asst. Sec – SLAS III | 02 | 01 | 01 |
| 03. | SLAcctS II/II | 01 | 01 | 00 |
| 04. | Asst. Director –Planning | 01 | 00 | 01 |
| 05. | Administrative Officer | 01 | 01 | 00 |
| 06. | Management Asst -I | 03 | 01(Re-em) | 03 |
| 07. | Management Asst –II/III | 15 | 17 | -02 |
| 08. | Programme Asst | 05 | 04 | 01 |
| 09. | Programme Asst (Tharuna Aruna) | 01 | 00 | 01 |
| 10. | Development Asst | 03 | 00 | 03 |
| 11. | Translator S/T | 01 | 00 | 01 |
| 12. | Data Entry Operator | 01 | 01 | 00 |
| 13. | Technical Officer | 00 | 20 | -20 |
| 14. | Driver | 02 | 02 | 00 |
| 15. | Office Employee Service | 04 | 04 | 00 |
| 16. | Guest House Keeper | 03 | 03 | 00 |
| 17. | Asst Guest House Keeper | 03 | 03 | 00 |
| 18. | Sanitary Labourer | 01 | 03 | -02 |
| Total | | 48 | 61 | -13 |

3.2 Staff Particulars of the Office

| SNo. | Name | Designation |
|------|-------------------------|--|
| 01 | Mr.K.Karunaharan | DCS-Administration |
| 02 | Mr.M.A.Anas | Asst. Secretary |
| 03 | Mr.M.L.A.Munas | Administrative Officer |
| 04 | Mr.S.Jevanandam | Administrative Officer-(Re-em) (Pension Unit) |
| 05 | Mr,T.D.A.Dissanayaka | Chief Management Asst |
| 06 | Mrs.S.M.Thirani | Management Asst |
| 07 | Miss.Indumathy | Management Asst |
| 08 | Mr.K.Suthakaran | Management Asst |
| 09 | Mrs.S.Kalaimathi | Management Asst |
| 10 | Mrs.A.N.Mukunthan | Management Asst |
| 11 | Mrs.P.Baskaran | Management Asst |
| 12 | Mr.T.Prabatharan | Management Asst |
| 13 | Mrs.S.Kalarajani | Programme Asst. |
| 14 | Mr.L.Priyadharsan | Programme Asst. |
| 15 | Mrs.J.Ajantha | Programme Asst. |
| 16 | Mr.P.Dinesh | Management Asst |
| 17 | Mr.P.G.Amila Sudarshana | Management Asst |
| 18 | Mrs.N.Elanthirayan | Management Asst |
| 19 | Miss.M.L.Inthisha | Management Asst |
| 20 | Mr.M.Abdul Rauoof | Management Asst |
| 21 | Mr.S.Sureshkumar | Management Asst |
| 22 | Mr.V.Vijayabaskar | Management Asst |
| 23 | Mrs.L.Ranjitha | Management Asst |
| 24 | Mr.S.Pathmaharan | Data Entry Operator |
| 25 | Ms.S.Vithiyatharan | Office Employee Services |
| 26 | Mr.U.Krishnan | Office Employee Services |
| 27 | Mr.K.Thavaseelan | Office Employee Services |
| 28 | Mr.M.Santhurban | Office Employee Services |
| 29 | Mr.S.Srikanthan | Office Employee Services |

4.0 Infrastructure

4.1 Building Facilities

This office does not have a permanent building and it has been functioning in a small building belonging to the Chief Secretary's Secretariat Complex. It needs a permanent and spacious building.

4.2 Vehicle

One vehicle is available in this office.

| SNo. | Type | No. of Vehicles |
|------|--------|-----------------|
| 01 | Pickup | 01 |

5.0 Cadre Creation & Appointments

This office is responsible to make arrangements to create the required cadre to the institutions in EPC to carry out the functions effectively & efficiently and also responsible for making appointments to the posts in the Combined Services other than Staff Grades and All Island Services. However, this office co-ordinate all work connected with the appointments to the posts in Staff Grades and the All Island Services with the Provincial Public Service Commission and the Ministry of Public Administration and Home affairs and other relevant authorities.

5.1 Particulars of Appointments made

5.1.1 The following appointments were made from Open & Limited examination – 2010

Appointments – 2010

| SNo. | Service / Post | Nos. |
|--------------|----------------------------|-----------|
| 01. | Management Asst | 04 |
| 02. | Technical officers | 05 |
| 03. | Driver | 12 |
| 04 | OES | 15 |
| 05 | OES (casual to permanent) | 15 |
| Total | | 51 |

5.1.2 Re-employment on Contract Basis.

| SNo. | Post / Service | No. of Officers |
|--------------|-----------------------|-----------------|
| 01. | All Island Services | 23 |
| 02. | Middle Level Services | 08 |
| Total | | 31 |

5.2 The details of Confirmation made in Combined Services.

| SNo. | Post / Service | Nos. |
|--------------|--------------------------|-------------|
| 01. | Programme Asst | 381 |
| 02. | Management Assistant | 20 |
| 03. | Technical Officers | 27 |
| 04. | Data Entry Operator | 08 |
| 05. | Office Employees Service | 41 |
| 06 | Drivers | 10 |
| Total | | 487 |

5.3 Promotions Granted

Examinations and interviews were conducted during the year to grant promotions to eligible officers. The officers who had passed and qualified for promotions were granted due promotions. 109 officers were granted promotion during 2010. The particulars of promotions granted are given below:

Promotion Granted in 2010

| SNo. | Post / Service | Nos. |
|--------------|------------------------------------|-------------|
| 1 | Development Asst III to II | 10 |
| 2 | Management Asst Services II-I | 10 |
| 3 | Management Asst Services-III to II | 20 |
| 4 | Sri Lanka Technical Service | 18 |
| 5 | Drivers- IIB to IIA | 24 |
| 6 | Drivers -IIA to I | 12 |
| 7 | OES- III to II | 11 |
| 8 | OES- II to I | 04 |
| Total | | 109 |

5.4 Leave Out of Island

The details of abroad leave application received and the approval obtained from the Hon. Governor are given below.

| SNo. | Post / Service | Nos. |
|--------------|-----------------------|-------------|
| 01. | Development Asst | 05 |
| 02. | Programme Asst | 12 |
| 03. | Management Assistant | 43 |
| 04. | Technical Officer | 09 |
| 05. | Driver | 01 |
| 06. | OES | 05 |
| Total | | 75 |

5.5 Particulars of Annual Transfers -2010

The annual transfer scheme was prepared and the approval was obtained from the Board of Ministers and Hon .Governor for implementation. It was successfully accomplished with the Co-operation of Secretaries and Heads of Departments.

| S/No | Post/Class | No. of Application Received | Transfer Made |
|--------------|---------------------------------------|-----------------------------|---------------|
| 01 | Management Assistant - Supra | 03 | 02 |
| | Management Assistant - Class I | 46 | 31 |
| | Management Assistant - Class II/III | 429 | 315 |
| 02 | Programme Assistant- III | 271 | 211 |
| 03 | Planning & Programme Assistant II/III | 10 | 05 |
| 04 | Development Assistant-II | 05 | 02 |
| 05 | Technical Officer - Class IIA/IIB | 41 | 26 |
| 06 | Data Entry Operator | 06 | 04 |
| 07 | Driver – Class II/III | 71 | 45 |
| 08 | OES – Class II/III | 176 | 118 |
| Total | | 1052 | 759 |

6.0 Payment of Compensation

Application for payment of compensation for loss of property from the officers of EP was processed and sent to relevant authorities for payment.

In 2010, 7 applications received and only one application with completed documents recommended for the payment.

Compensation applications are processed and sent to REPPIA as follows.

| SNo. | Post | REPPIA |
|--------------|-----------------|-----------|
| 01. | Principal | 02 |
| 02 | Teacher | 01 |
| 03 | Programme Asst | 01 |
| 04 | Management Asst | 02 |
| 05 | Labour | 01 |
| Total | | 07 |

07. Extension of Services Granted

Applications for extension of services beyond the age of 57 years in respect of Combined Services staff are processed and approved by the DCS-Admn. 97 officers were granted extension in their services during the year.

Extension of Services Granted – 2010

| SNo. | Post / Service | Nos. |
|--------------|-------------------|-----------|
| 01. | Technical Officer | 07 |
| 02. | Management Asst | 43 |
| 03. | Driver | 21 |
| 04. | OES | 26 |
| Total | | 97 |

08. Retirement from Public Service – Combined Services staff

Applications for retirement from Public Service are scrutinized and approved by this office. The particulars of retirement from Public Service in the year 2010 are given below.

Retirement from Public Service – 2010

| SNo. | Post / Service | Nos. |
|--------------|--------------------------|-----------|
| 01. | Management Asst. | 7 |
| 02. | Technical Officer | 6 |
| 03. | Office Employees Service | 6 |
| Total | | 19 |

09. Pension

Pension unit co-ordinates and processes applications for pension in respect of all officers in the Provincial Council. All documents pertaining to the Civil pension are scrutinized and prepared (after computation) by the Secretaries and Heads of Departments for payment of commuted gratuity. Then after obtaining our certification the relevant departments are sending to relevant Divisional Secretaries for making the monthly pension.

The Pension application processed and certified by the office are as follows.

Pension

| S.No | Categories of Services | No. of Application Received | Action Over |
|--------------|------------------------------|-----------------------------|-------------|
| 1 | All Island Services | 11 | 10 |
| 2 | Principal /Teachers Services | 247 | 232 |
| 3 | Combined Services | 24 | 22 |
| 4 | Technical Services | 08 | 06 |
| 5 | Minor Grades | 68 | 59 |
| 6 | Other Services | 58 | 58 |
| Total | | 416 | 387 |

Revision of Pension

| SNo. | Categories of Services | No. of Application Received | Action Over |
|--------------|------------------------|-----------------------------|-------------|
| 01. | Officers in services | 73 | 73 |
| 02. | Re-Employment Officers | 07 | 07 |
| Total | | 80 | 80 |

10 . Meeting with Trade Unions

An official tie with good understanding was maintained with trade unions representing various services. Regular meetings were held with the trade union officials to resolve their administrative problems related to their services.

11. Productivity Enhancement

In order to improve our quality of service, we organized an official trip on 06.05.2010 to Divisional Secretariat, Badulla and the Ministry of Sports, Uva Province in order to explore and study the modern management practices such as 5S system practiced there.

12. Human Resource Information System

The need to establish a HRIS was felt to create a database on human resources attached to Eastern Provincial Council. The HRIS work was accelerated in order to complete it before 30.06.2011. HRIS questionnaires was distributed to Ministries and Departments.

13. Utilization of financial allocation – 2010

The details of Recurrent expenditure and Capital expenditure for the year 2010 are given below.

| SNo. | Name | Recurrent Expenditure | | Capital Expenditure | |
|------|---------------------------------|-----------------------|---------------|---------------------|-------------|
| | | Allocation | Expenditure | Allocation | Expenditure |
| 01. | Office of he DCS- Admn,EP | 25,420,000/= | 25,235,406 /= | 5,000,000/= | 3,998,835/= |

14. Development Initiative – 2010

The following Capacity Buildings Measures were initiated during 2010.

- This office is planning to use 5S system in 2011.
- Development of Human Resource Information System.
- Capacity building of the staff.
- Major repair of Quarters.

14. Constraints

- In-adequate funds for recurrent and development activities.
- Non availability of financial provisions to construct new quarters.

Abbreviations

| | |
|------------|--|
| EPC | - Eastern Provincial Council |
| DCS (Admn) | - Deputy Chief Secretary -Administration |
| OES | - Office Employee Services |
| HRIS | - Human Resources Information System |
| SLAS | - Sri Lanka Administrative Services |
| SLAccts | - Sri Lanka Accountancy Services |
| SLPS | - Sri Lanka Planning Services |